

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: September 10, 2015

Closing Date: September 17, 2015

**CASUAL/SEASONAL PARALEGAL
Sex Crimes Unit, Criminal Division, Sussex County**

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Sex Crimes Unit, Criminal Division, in Sussex County. This Paralegal's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and responsible for various paralegal duties in preparation of cases for trial. This Paralegal will serve at the DNA liaison and track the status of DNA requests pending with the Division of Forensic Science. This Paralegal prepares and coordinates the issuance of subpoenas; organizes files for sexual assault prosecution, redacts video and audio taped statements for court, reviews cases to identify witnesses and potential evidentiary needs at trial. This Paralegal must demonstrate good organizational and computer skills and be able to work accurately and independently within strict time frames with a minimum of direct guidance and supervision.

Minimum Qualifications:

Four years of employment with the Department of Justice **AND** a paralegal certificate from an ABA-approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

If you are interested in being considered for this Casual/Seasonal Paralegal position, please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, or E-mail to DOJHR@state.de.us, or Fax to 302-577-5866. EOE.